



## **DEB Notice 071711**

( Effective: 7/01/2011 )

### **Notify Localities of the Environmental Impact Report Process**

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**Code of Virginia §15.2-2202, Duties of State Agencies has been modified to include the requirement for agencies to notify localities upon the initiation of the Environmental Impact Report process for capital construction costing at least \$500,000.**

An editable Word version of the **Notification of Initiation of Environmental Impact Report Process (CO-2a)** has been posted to the BCOM Forms Center for agency use. (A pdf version of the CO-2a is included within this Notice for information.)

CPSM Chapter 14, Capital Outlay Planning & Project Approvals and Chapter 15, Non-Capital Construction CO Forms Summary give step by step direction on the use of Capital Outlay Forms. This notice redefines the first step in capital project implementation to be the issuance of the CO-2a. The CPSM sections where this process is addressed are noted below with underlined text added.

#### **CPSM Section 1402.0, CAPITAL OUTLAY PROJECT IMPLEMENTATION PROCESS**

Add a new first line.

The following generally summarizes the capital outlay project implementation process.

- Issue Notification of Initiation of Environmental Impact Report Process (CO-2a)

**And,**

#### **CPSM Section 1404.5, Project Initiation:**

Add as the last paragraph:

The Agency shall notify (using the Form E&B, CO-2a), the chief administrative officer of the county, city or town in which the Agency intends to undertake the capital project.

#### **CO-2a Notification of Initiation of Environmental Impact Report Process**

Purpose: To notify the administrative officer of the local political subdivision of the initiation of the environmental impact report process.

Submit: To the appropriate administrative officer concurrent with submission of a CO-2.

Other Uses: Not Applicable.

Special Conditions: None.

The purpose of the notification is to enable the locality to comment on the Environmental Impact Report.

**And,**

**Figure 1401, CAPITAL OUTLAY ORDER OF PROCEDURE**

Add reference to the CO-2a at the top of the figure.

**DOCUMENT**

**USE / ACTION**

CO-2a                                      Notice of Initiation of Environmental Impact Report Process

**And,**

**Figure 1402, CO FORMS CAPITAL OUTLAY SUBMISSION SUMMARY**

Add reference to the CO-2a at the top of the figure.

<b>FORM #</b>	<b>DESCRIPTION</b>	<b>WHEN TO SUBMIT</b>	<b>FORMAT</b>	<b>CPSM CHAP</b>
CO-2a	Notice to Locality	Initiation of the EIR	Paper to Chief Administrative Officer of the Locality	14

**And,**

**Figure 1501, NON-CAPITAL CONSTRUCTION CO- FORMS SUMMARY**

Add reference to the CO-2a at the top of the figure.

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**NOTIFICATION of INITIATION  
of  
ENVIRONMENTAL IMPACT REPORT PROCESS**

Date:

To:

**INSTITUTION/AGENCY:**

**PROJECT TITLE:**

**PROJECT NO:**

In accordance with Section 15.2-2202.C of the Code of Virginia as amended, you are notified that the Environmental Impact Report Process for the capital project identified above has been initiated.

The Project is generally described as:

The point of contact for the information is: